

16 JAN 68

FILE

JULIAN

SECRET

ARCHIVES AND RECORDS CENTER

15 January 1969

25X1

MEMORANDUM FOR:

SUBJECT : Suitland Annex

1. The Suitland Annex to the Archives and Records Center is space being used in the Washington National Records Center operated by the General Services Administration. G.S.A. has agreed to let the Agency use this space, free of charge, until December 1970 with the possibility of renewing for one year if G.S.A. does not need the space.

25X1

2. All administrative support for this unit is furnished by the AARC The only other cost is for the telephone service, and this is handled routinely by the Office of Logistics at Headquarters.

3. The following are the statistics you asked about to include in the Archives and Records Center Statement

25X1

A. Area	8,000 square feet
B. Capacity	25,402 cubic feet
C. Volume on 31 Dec 1968	19,251 cubic feet
D. Personnel	2 staff employees
E. Distance	

25X1

25X1

Deputy Chief

Distribution

Orig - Addressee
 cc - A&RC FY 1970 Budget File
 cc - A&RC Suitland File
 2 cc - RAB

SECRET

